

Reporting Guidance (Semiannual and Final Reports)

Reports provided to the Virginia CZM Program serve many functions. In addition to our in-house uses for them, copies of ***all*** reports and products are provided to NOAA and are catalogued in a national database.

- The **Semiannual Progress Report** is used by the Coastal Program to track and monitor the grantee's progress toward each contract deliverable. Semiannual reports are always due on April 15th and October 15th. The Semiannual Progress Reports are compiled and sent to NOAA.
 - Attachments should no longer be included with your Semiannual Progress Report. Please send further details of progress, drafts, etc. directly to your project manager at Virginia CZM to keep them informed of your progress along the way.
- The **Financial Report** is evaluated by the Virginia CZM Program to insure that expenditures (and match) are consistent with the contracted budget.
- The **Final Project Summary** is posted on the Virginia CZM Program's website as a stand-alone summary of the project for the general public. This Final Project Summary is always due with final products which are due within 45 days of the Project End Date.

Progress reports and final products are the primary mechanism by which grantees communicate to the Virginia CZM Program and NOAA what has been accomplished with the grant funds provided. They should provide tangible evidence of activities completed under the grant and concisely describe to the Virginia CZM Program, NOAA and the general public the major coastal management issues addressed during the reporting period. It should be easy for the Virginia CZM Program staff to review the progress and final reports and pull together "accomplishments" information for our magazine, website or outreach and accomplishments reports and handouts. In general, the reports should include:

- A concise summary of activities completed during the reporting period. This summary can reference the attachments provided.
- A description of activities completed related to each Product in the Scope of Work highlighting major issues and accomplishments.

Pointers for Completing the Semiannual Progress Report

- Review the Scope of Work before writing the progress report. Remember to check interim product due dates and to discuss progress on each product, even if it's to say that work has not commenced yet.

- Since the text on the Semiannual Progress Report is provided to NOAA from the Virginia CZM Program, avoid using personal pronouns (i.e. "I" or "we") and unqualified subjects (e.g. "staff"). Instead use terms such as, "MP PDC staff" or "the project manager" etc.
- The Semiannual Progress Report should be written so it is easy to read and follow. Avoid using long lists of activities and incomplete sentences.
- Assume the reader is familiar with the contract deliverables. It is not necessary to restate the product descriptions.
- Use the box at the bottom to accurately reflect the percent completion of each Product in the Scope of Work, each Product should be 100% complete by the Project end date.
- It is not necessary to report on grant administration activities.

Pointers for Completing the Financial Report

- Make sure that the Financial Report is used to show ACTUAL expenditures during the reporting period (do not include cash advances, if applicable).
- The "unexpended balance" column should reflect any over- or under-expenditures in each budget category
- Fill in EVERY column: Current Expenditures, Cumulative Expenditures, and Unexpended Balance
- When asked to provide back-up financial documentation:
 - Ensure that the receipts submitted add up *exactly* to what is reported on the Financial Report
 - Clearly group and label all backup documentation by the budget category (personnel, supplies etc.)
 - Provide the actual fringe rate for each person paid.
 - Provide documentation for all federal AND match charges